

LEFT SIDE	
	Lock Registration/Confirmation
	FraudGUARD
	QC Results, if applicable
	Evidence of Hazard Insurance
	Master Certificate of Insurance (condo)
	HO-6 Insurance (if required) – Coverage Must be 20% of Appraised Value (condo)
	Flood Cert if Zone A or Z, obtain borrower notification of property in Flood Hazard Area 10 days prior to closing
	Title with appropriate chain per investor/agency guidelines
	Payoff Letter(s)
	<ul style="list-style-type: none"> 1st Mortgage Payoff 2nd Mortgage Payoff <i>The existing second lien is to be subordinated – Yes / No</i>
	Trust (if applicable) <i>This loan is closing in a Trust – Yes / No</i>
	<ul style="list-style-type: none"> Living Trust - Attorney Letter Land Trust - Letter of Direction
	Invoices AND Confirmation of Application/Appraisal Fee
	Product Write Up or Investor Guidelines
	<ul style="list-style-type: none"> Loan Program Name: Date of Guideline:
RIGHT SIDE OF FILE	
	AUS Findings
	Risk Assessment Worksheet for High DTI Loans
	2900 LT
	Submission/Final 1003 and 2900a, pages 1-4
	Initial 1003 with initial 2900a, pages 1 & 2, signed & dated & all boxes are completed as applicable
	Credit Report with any required Updates/Supplements
	<ul style="list-style-type: none"> Social Security # Verified – Valid and Issued to Borrower OFAC Verified (If Found, Pre-Funding QC Required) Fraud Alerts Checked and Resolved per procedures
	Credit Score Disclosure
	Letters of Explanation (if appl.)
	Marital Settlement Agreement (if appl.)
	Bankruptcy Docs (if appl.)
	Proof of PITI for all Mortgages Listed on 1003 and Credit Report (if appl.)
	Leases on Rental Property (if appl.)
	Streamline Refinances:
	<ul style="list-style-type: none"> Borrower has made at least 6 payments Seasoning: Less than 12 Mos. - All payments made in the months due Seasoning: Greater than 12 Mos. - Last 12 mos. No more than 1X30 late FHA Connection information for original value input into MB/verify correct MIP
	Net Tangible Benefit – Note or Current Mortgage Statement in file
	VOE Written and/or Verbal VOE*
	*Evidence of source of employer phone number for Verbal VOE
	Current Paystub(s) – 30 days YTD Income
	W-2('s)
	TRV's – (Required on all files) / 4506 – T
	Personal Tax Returns – 1040's
	Business Tax Returns – All Schedules and K-1's
	Any Additional Income Related Documentation
	VOD
	Bank Statements (Complete – All Pages)
	Stocks / Bonds / Retirement Statements
	LOX regarding Large Deposits and Paper trail
	Gift Letter/Documentation of transfer of funds from donor to borrower
	Net Proceeds Letter
	Earnest Money Documentation
	Fully executed Sales Contract w/ all Riders & Addendums with Seller Name (no Owner of Record)
	Amendatory Clause Signed by all parties
	Real Estate Cert Signed by all parties
	Appraisal with FHA Case number
	Appraiser License
	FEMA Website Verification – (If Disaster Area Re-inspection Required)
	HVCC Certification-appraisal delivery method and date
	Appraisal Report Delivery Disclosure

	Borrower Acknowledgment of Appraisal Delivery
	FHA Case Number Assignment with SSN Validation
	LDP/GSA Lists have been checked for all parties to the transaction
	Condo Approval Printed from FHA Connection
	Condo Approval from WMC Condo Specialist
	Builder's Certification (HUD-92541)
	Builder's Warranty & Completion (HUD -92544)
	Termite Treatment Report (NPCA-99a/99b) (if appl.)
	10 yr. Warranty Coverage Plan (if appl.)
	Executed Borrower Intent to Proceed form
	Initial Good Faith Estimate dated within 3 days of the application date
	GFE Addendum
	Initial Truth In Lending within 3 days of the application date
	Changed circumstance approval(s)
	Borrower Cert. & Authorization (if dated after credit report, obtain verbal authorization info)
*	Interthinx SSN Verification form
	ARM Disclosure (if appl.)
	4506-T Completed and Signed
	Disclosure Notices
	FACT ACT Notice
	Transfer of Servicing Disclosure
	Hazard – Flood Letter
	Important Applicant Information
	Privacy Act Disclosure
	State Disclosures, if applicable
	Importance of Home Inspection
	Important Notice to Homebuyers (HUD 92900-B)
	Notice to Homeowner
	Informed Consumer Choice Disclosure

*You are only required for verify SSN directly with the IRS when SSN discrepancies are found in file, via FraudGUARD or HUD.

SUBMISSION NOTES TO UNDERWRITER

Income Calculation

Processor	Underwriter

